

IN-HOUSE POSTING



POSITION: Human Resource Specialist
Full Time
\$10.00
POSTED: 07/25/2011
Open until filled

Position Summary:

The Human Resources Specialist will work under the supervision of the Human Resources Director and will provide administrative support of moderate difficulty in coordinating all functions within the areas of Human Resources.

Essential Duties and Responsibilities:

- Screen walk-in applicants, providing job information, accepting applications, and reviewing them for completeness. Receive, log and file all incoming applications.
- Responsible for coordinating the recruitment process, processing recruitment requests from departments, initiating advertisements for job announcements, and setting up interviews.
- Coordinate employee exit process, including performing or assisting with exit interviews.
- Provide new employee orientation to new hires, complete required Human Resources documents and coordinate the processing of paperwork.
- Coordinate benefits functions (benefits enrollment, including 401(k) transactions, COBRA mailing, records management) and complete all insurance forms for these changes.
- Maintain and ensure security of a centralized records system (personnel files and benefits files) in accordance with SRR/L7C records management procedures.
- Process Worker's Compensation reports, incident reports, etc.
- Order uniforms for all L7C employees.
- Process orders, as necessary, and payments for the department and monitor budget.
- Provide monthly reports to HR Director and TGA on new hires, transfers, terminated and promoted employees.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- Must be high school graduate or possess a GED and at least two years Human Resources experience.
- Knowledge of Payroll is helpful.
- Demonstrate proficiency in word processing and other various Windows based computer programs.
- Must be able to work with confidential information.
- Must be able to communicate effectively verbally and in writing.
- Must possess and maintain a valid California or Oregon driver's license and pass a background check.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian preference will apply.

Language Skills:

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence.

Mathematical Skills:

Need to have the ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

- Must be able to pass extensive background investigation for the issuance, and retention, of gaming license.
- Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand walk and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must regularly lift and/or more up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

Works in office areas as well as throughout the facility.

CONTACT HUMAN RESOURCES FOR FURTHER DETAILED JOB DESCRIPTION INFORMATION AND TO SUBMIT AN APPLICATION.